

10/16/47  
D-R-A-F-T

4 March 1958

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Report of Task Force 16

1. The Problem\*

To study the feasibility and desirability of regrouping within OCR certain reference-type functions now the responsibility of other Offices; specifically to determine if:

- (1) The Map Library, GRR, should be transferred to OCR.
- (2) The Foreign Documents Division, [REDACTED] should be transferred to OCR. 25X1A2g
- (3) The Office of Training Library should be transferred to OCR.
- (4) The Historical Intelligence Collection should be transferred to OCR.
- (5) Such transfers are essential to preserve the "central reference" concept.
- (6) Timing of transfer is an important element, assuming transfer.

\*In view of other decisions taken outside of the scope of Task Force 16, only items 1, 2, 5, and 6 were considered in our study.

2. Conclusions

After study, Task Force 16 concludes that:

- a. The Map Library and the Foreign Documents Division should

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not be transferred to the Office of Central Reference.

- b. Such transfers are not essential to preserve the "central reference" concept.

### 3. Discussion

The Consultants' Report does not discuss its recommendation concerning the Foreign Documents Division and the Map Library in detail. We also learned that the consultants did not visit and study in detail the activities of those organizations. Task Force 16, therefore, began its study by attempting to determine the objectives the consultants were trying to achieve through these recommendations. We concluded that the consultants felt that there should be a <sup>single</sup> ~~central~~ reference point for the service of customers and that there should be a <sup>integrated</sup> ~~rational~~ reference program for <sup>all reference elements of</sup> the Agency. These appear to be valid objectives.

We examined various ways in which the objectives might be achieved, but came to feel that while the specific recommendations might help to achieve them, they would create additional problems outweighing the gains. We also felt that the objectives of the consultants might be achieved in other ways and have made certain recommendations below that may help in this direction.

### 4. Recommendations

It is recommended that:

- a. If, as a result of the work of Task Force 11, it is decided to establish a central reference point, the Map Library should be asked to establish an advance element

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at this central reference point on a trial basis. The present physical separation of the Map Library from other reference activities may make their participation impractical, but this can be determined accurately only by trial. In any case, we feel that the plans for the location of the Map Library in the new building *adjacent to OCR* will enable the Map Library to overcome this difficulty in the future.

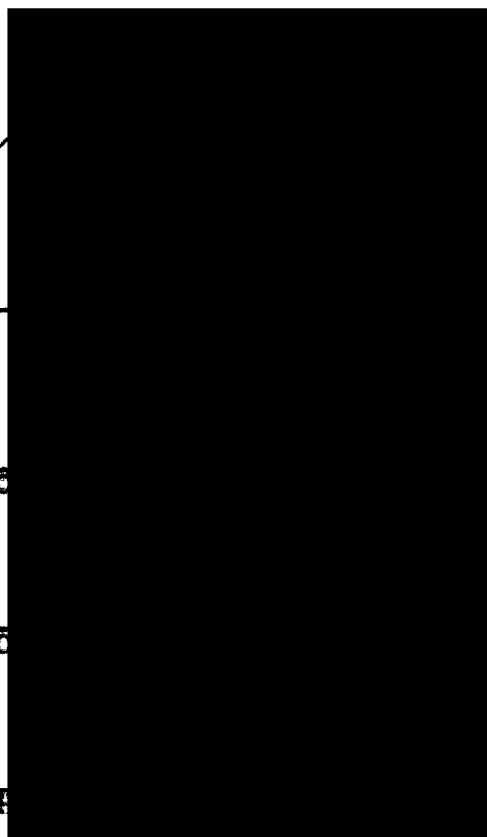
- b. The Office of Central Reference should develop an independent capability to give first-echelon linguistic assistance to analysts researching foreign language publications and documents. This could be accomplished in time by recruitment and training policies designed to equip OCR reference personnel with the knowledge of languages necessary to undertake this service as a normal part of their reference work. ~~Eventually OCR personnel might take over this service from the FDD personnel now located in OCR spaces.~~
- c. The AD/CR should encourage the rationalization of reference functions in the Agency on an evolutionary basis and should encourage the cross-fertilization of ideas and discussion of reference problems among the various components of the Agency having some reference function (the Estimate File of CRR, for example). He might consider as a means to this end, developing a subordinate

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body to CRAG as a working party to help him in this task. The members of the working party should be persons directly concerned with reference activities.

TASK FORCE 16 MEMBERS

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